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INVESTIGATIVE:

1. The attached Tab A shows the total pending case load, the total requests received, and the total cases completed for the period May 1953 through February 1954. It should be noted that these totals include all type of cases handled in the Operations Branch, Special Security Division.

(a) Tab A depicts a downward trend in total pending cases over the past ten months with the February 1954 total being 26% lower than the April 1953 total. The pending cases for the month of February dropped by 8% from the January total.

(b) The total requests received in the Branch during February increased by 1%.

(c) The total completions increased during the month by 34%.

2. The attached Tab B reflects the number of 90 day old cases during the past ten months. The 90 day old cases increased during the month of February. However, it should be noted that the month of February included a less than average number of working days further lessened by a holiday. Natural dislocations resulting from the space move of the Covert Records Section and the Operations Branch itself further contributed to the increase. Every effort is being extended to reduce this figure.

3. Tab C shows the total pending covert clearance cases increased 12% over last month while pending overt and semi-covert cases decreased by 23%.

4. Tab D attached, compares the overt, covert, and support requests received from August 1953 through February 1954. The overt decreased 6%. The covert receipts increased by 13%.

5. The attached Tab E reflects the number of investigations and support assignments handled by the Special Referral Branch during the month of February. These figures reflect that approximately the same number of cases were completed as were received.

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All such cases are being handled within a thirty day period and there appears to be little change in the status of these investigative assignments.

6. The attached Tab F reflects little change in the receipts and completions of Outside Agency Name Check cases. These figures have remained relatively constant over the past several months as is reflected by the attached graph. It can be seen that these cases are being handled in a smooth flowing manner allowing ten day processing for the average case.

7. Tab G demonstrates the production figures of the Special Referral Branch during February in the processing of CE checks. A slight increase in CE checks pending is disclosed by the Graph.

SUPPORT:

1. During the month of February, all components of the Special Security Division have rendered support in relation to Project [REDACTED]. It is interesting to know that approximately one third of the total effort of the Special Referral Branch for the month of February was in direct support of this project. A further analysis of support rendered this project is being prepared for your information.

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2. An analysis of cases in the support field handled by the Special Security Division during the month of February indicates that every major component of the Agency received support assistance. Such support included liaison with State Police to expedite the transportation of commo truck security through given areas and the arranging of a tour for a high ranking [REDACTED] official through the [REDACTED] Police Department for the WE Division.

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3. The handling of the Covert Site Program of the Division has required the full time of one Agent. Due to the increased activity in this field, an additional Agent has been assigned to work on this program.

4. This Division supervised a case involving a former CIA employee who is now employed by the [REDACTED] and had been called upon to submit answers to an interrogatory received from the Civil Service Commission, International Organizations Employees Loyalty Review Board. Through a field contact with the individual and through interviews with CIA officials, who had known this individual, the interrogatory was completed with no compromise of Agency personnel or past operations.

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6. During the past month, this Division has arranged for cover backstopping for several staff employees and one contract Agent who resigned from the Agency. In addition, a cover backstopping arrangement was established in order to conceal the present Headquarters assignment of a Security Office employee who is enrolled in special training courses.

TRAINING:

Two Agents completed courses given by the Office of Training in February and three clerical personnel of Special Security Division completed clerical training provided by such office. In addition, four Headquarters Agents are presently taking language courses provided by the Agency.

PERSONNEL:

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1. [REDACTED] the Chief Clerk of the [REDACTED] Field Office came to Headquarters during the month of February for orientation in Headquarters operations. A number of consultations were had with [REDACTED] by components of Headquarters with resultant mutual benefit.

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2. Special Agent [REDACTED] was assigned during the month of February to the Office of Training in connection with an overseas assignment.

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INSIDE SSD:

1. The Special Security Division of the Security Office is probably best known for its overt and covert investigations, interviews, interrogations, name checks, [REDACTED]e, covert sites, and so forth. However, it is known throughout the Agency that SSD/SC [REDACTED]

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2. It is obvious that we should have the benefit of all available information within the Agency on any individual or organization of interest to the Agency. In the Security Office this is an absolute necessity, since often times it becomes necessary to rely solely upon available CIA information due to the clandestine nature of our work and the resultant restrictions placed upon us in selecting information from sources outside the Agency. Thus it can readily be seen that research within CIA is just as much a part of any investigation as are interviews, police checks, or National Agency checks.

3. It follows, therefore, that the experience of trained investigators is essential in evaluating available CIA information and utilizing such information to the fullest extent of its potentials.

4. The great volume of SSD'S work in the research field stems from the clearance responsibilities of the Security Office. Counterespionage checks regarding subjects of clearance actions are a part of virtually every clearance case. Less numerous, but every bit as important are the requests for information requiring "Agency research" emanating from the Office of the DCI, the National Security Council, the White House, other Government agencies, or from many components within CIA.

5. An example of this not unusual type of assignment would be a case in which the Director has received a letter, from an individual entirely unknown to him, perhaps furnishing information of an intelligence interest or perhaps making a proposal whereby the Agency might derive some benefit. To establish the credence of this information or to enable the Director to intelligently reply to such a letter, it is essential that he know the writer. An assignment to compile all available background information relative to such an individual is often received by the Security Office and assigned to SSD. SSD representatives then solicit information from the numerous compartmentalized offices of the Agency, wherein information may be of record, not only to establish the identity of this individual, but also to furnish the Director with all available pertinent information which may assist him in his dealings with this individual.

6. It might be well to take a look at the various sources of information within CIA which are utilized by the Security Office in addition to the wealth of information already available within the Security Office files.

7. The most frequently used source of information is the Records Integration Division, RI/DD/P. The index, maintained by that office, to intelligence accumulated by and/or for the Agency and its predecessors clandestine operations is invaluable. It aids not only in locating information within the DD/P complex, but also it serves as a flag that pertinent information may be located in various offices. Some of these offices are the Biographics Register Division and Graphics Register Division of the Office of Collection and Dissemination, the Personnel Office, and the Assessment and Evaluation Staff of the Office of Training.

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8. The five-to-six million index cards contained in the RI Division provide a starting point for the development of information of interest to the Security Office. This source is utilized to the fullest extent by SSD investigators.

9. The Office of Collection and Dissemination offers several sources of information which are used frequently by SSD. Probably the most used source in OCD is the Biographics Registry. This source, on occasion, may be able to furnish the desired biographical information on individuals of interest to the Security Office. In the more specialized reference fields, the Graphics Registry and the Industrial Register Division are used to advantage. Available reference material from the OCD Library is also of benefit to SSD in supplying background information in the conduct of these investigations.

10. Often times these sources produce documents which are written in foreign languages. In these instances SSD has often utilized the facilities of the Foreign Documents Division, Office of Operations, for the translating of these documents. The Foreign Documents Division has facilities for translating approximately 70 foreign languages. On other occasions personnel assigned to the various foreign division within the DD/P complex have also lent their services in translating foreign documents.

11. On occasion, a need arises for information relative to certain legislation in effect, either Federal or State, which may have some bearing on the security of a covert project or a covert site of interest to the Agency. In these instances, SSD has contacted the Office of the General Counsel where such information is readily made available.

12. The above-mentioned sources are probably more frequently used by SSD than any other components within the Agency. However, medical officers, psychologists, psychiatrists, finance officials, communications officials and Credit Union officials have been interviewed on occasion to supply specialized information within their fields.

13. When all pertinent sources of information within the Agency have been collected and when this information has been compiled and evaluated, it is then used in conjunction with information obtained from investigations outside of the Agency. The information compiled within the Agency often times provides invaluable sources from which "outside" investigations may be conducted, thus enabling the Security Office to obtain the fullest possible picture of any individual under investigation.

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14. The volume of information accumulated within the Agency is steadily increasing at a rapid pace as is demonstrated by the fact that an intra-Agency check now produces positive information in two out of five cases. With the continued cooperation of the various offices within the Agency, it is possible for SSD/SO to compile even more detailed information from the aforementioned sources and to better evaluate such information from a security standpoint. This research function of SSD/SO is one more indication of the growth, development, and increased coordination enjoyed by the Security Office with the various other components of the Agency.

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Attachments:

Graphs with Tabs A-G

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